Instituto Familiar de la Raza, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply.

**Job Description**

**Executive Assistant**

**Administration**

**Hiring Range:** $51,500 to $60,000 annually

**AGENCY DESCRIPTION**

Instituto Familiar de la Raza, Inc. is a multi-service community health and social service agency with emphasis in serving the Chicano/Latino community in San Francisco with a special focus on the diverse needs of the Mission District. Services include a wide range of mental health, HIV related services, and social services including health promotion, education, prevention, early intervention, case management, and clinical and artistic mentoring services, psychological and psychiatric interventions as well as cultural/social and spiritual re-enforcement. The agency serves children, youth, adults and families. It has a rich history of working collaboratively with other agencies to meet the needs of the diverse Chicano/Latino communities and other cultural/racial communities in San Francisco.

**JOB/PROGRAM DESCRIPTION:**

Under the general direction and supervision of the Executive Director, Executive Assistant will perform high-level confidential secretarial and administrative duties for the Executive Director, Leadership, Concilio, and Administrative Staff as needed. This position requires a willingness to learn the agency’s programs, functions and procedures and assists in organizing, coordinating and prioritizing the schedule, workflow and calendar of the Executive Director. This position also requires flexibility in the execution of duties with some evenings and Saturday assignments.

**Essential Job Duties are but not limited to the following**

- Maintains Executive Director’s daily calendar; schedules appointments, conferences, and meetings; makes travel arrangements
- Prepares necessary background materials for Executive Director’s scheduled meetings, including organization of agenda notices and ensures proper distribution; composes, prepares a variety of basic correspondence for Executive’s approval and signature, forms, reports, and spreadsheets, and tables
- Interfaces at the management level both internally and externally on matters relating to the Executive Director’s activities and requirements
- Receives and screens telephone calls, reviews voice mail messages and if necessary makes proper referrals to other staff members, and/or provides appropriate and timely response
- Receives mail and administers organizational correspondence control daily, including review and independent response or takes appropriate action when possible
- Keeps Executive Director informed of all correspondence, phone calls, deadlines that need immediate response or that are time sensitive
- Provides assistance with the preparation of proposals and/or contract packages including typing and collecting materials or documents needed in a timely manner
- Establishes and maintains record-keeping and filing systems
- Assists with coordination and organization of special projects and annual community events in conjunction with other community agencies

**Maintains filing of Executive Director’s projects, programs’ contracts, notes, articles, etc**

- Organizes work effectively to meet office’ deadlines
- Continually update and correct Fund-raising database records.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.

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